

DUTY STATEMENT

SNC112 (01/2022)



POSITION INFORMATION		
CLASSIFICATION TITLE Conservancy Project Development Analyst II	POSITION NUMBER 415-001-4809-001	CB IDENTIFIER R01
WORKING TITLE South Subregion Area Representative	DIVISION / UNIT Field Operations & Grants / Field Operations	
INCUMBENT NAME	WORKING LOCATION TBD	
SUPERVISOR / MANAGER Field Operations Manager	TENURE <input checked="" type="checkbox"/> PERMANENT FULL-TIME <input type="checkbox"/> PERMANENT INTERMITTENT <input type="checkbox"/> RETIRED ANNUITANT <input type="checkbox"/> OTHER:	
EFFECTIVE DATE	Conflict of Interest Filing (Form 700) required for this position. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
All SNC employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; and possess integrity, initiative, dependability, and good judgement.		

GENERAL DESCRIPTION

The Conservancy Project Development Analyst II (CPDA II) will serve as the Department's South Subregion Area Representative, covering Fresno, Kern, Madera, and Tulare counties. The reporting location will be within one of these or a neighboring county, and be determined based upon the candidate hired and their location.

Working under general direction, the CPDA II independently performs complex work related to Subregional project and program development, planning, and implementation in the areas of forest management, watershed health, community sustainability, working landscapes, tourism, and recreation. The position requires frequent travel, up to 50 percent, throughout the Sierra Nevada Region.

JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

35% (E) – Subregional Project and Program Development

Develops and implements the Department's projects and programs in the areas of forest management, watershed health, community sustainability, working landscapes, tourism, and recreation.

- Assesses needs and opportunities in the Region and identifies projects and programs that align with and carry out the Department's mission.
- Solicits, evaluates, modifies, develops, and implements project proposals and plans submitted by local, state, federal, tribal, and nonprofit organizations, or originated by the Department itself.
- Creates and interprets funding, project, and program development standards and guidelines.

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35% (E) – Grants and Other Agreements

Independently prepares and oversees implementation of grant and other agreements with grant recipients and other stakeholders, developing special terms and conditions, as required.

- Analyzes project and planning applications for technical accuracy, adequacy of project justification, and compliance with program criteria.
- As required, ensures grantee has the appropriate California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documentation and provides recommendations for project approval.
- Works with grant recipients and stakeholders throughout the duration of the project to meet deliverables set in the agreement.
- Recommends payments for projects after evaluating project status and billing support documentation.
- Ensures all program criteria necessary to receive progress payments have been completed prior to authorizing reimbursements for payments.
- Evaluates amendment requests and makes recommendations for project amendments.
- Prepares correspondence to grantees during all phases of the project, including requests for project updates, and participates in close-out inspections of projects to determine if they were completed and are being used in compliance with the agreement.
- Creates and updates project status in SNC's grants database.

25% (E) – Subject Matter Expert

Functions as an in-house technical expert and consultant in multiple resource-related areas.

- Uses specialized knowledge, background, and experience to provide expertise in the development and analysis of Regional and local Subregional programs and projects.
- Provides planning, facilitation, and liaison services to stakeholders in the Region.
- Coordinates activities, internally and externally, with grantees and contractors, other governmental agencies, citizen groups, and other interested or affected entities.
- Maintains positive working relationships with local and statewide leaders throughout the Region.

5% (M) – Miscellaneous Activities

Responds to general calls and emails, attends and presents at staff and quarterly Governing Board Meetings, complies with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests, individual development plans), participates in required trainings.

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SUPERVISION RECEIVED

The Conservancy Project Development Analyst II is supervised by the Field Operations Manager (SSM I), but may receive assignments from other members of the Management team.

SUPERVISION EXERCISED

None.

ATTENDANCE

Must maintain regular and acceptable attendance at such level as is determined at SNC's sole discretion. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs.

REQUIRED ABILITIES (from Class Specifications)

Ability to: work effectively with federal, state, and local agencies to ensure project compliance with laws, regulations, and plans; balance and resolve conflicting needs between various uses of Sierra Nevada Region resources, including: agricultural, habitat, resource extraction, and public recreation; implement projects and programs through supervision, assistance, and monitoring; successfully negotiate with government officials, landowners, and other stakeholders to develop contracts, permits, and other agreements necessary for projects; and represent Conservancy interests before other governmental entities, elected officials, and private organizations.

OTHER INFORMATION

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; have the ability to act independently; be open-minded, flexible, tactful; and be responsive to SNC management needs. A valid California Driver License is required for this position and must be maintained for the course of employment.

WORK ENVIRONMENT

The duties of this position, when performed indoors, are located in a modern office environment. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. Occasional lifting, carrying, and/or moving up to 25 pounds may be required. Frequent travel is required (including driving or riding in a vehicle); incumbent may be outdoors, occasionally walking on uneven terrain and working in inclement weather, when required to attend site visits. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines.

TELEWORK ELIGIBILITY AND EXPECTATIONS

This position is eligible for telework, unless otherwise noted by duty. Any approved alternate work location and specific working schedule must be documented on the SNC Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

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All SNC positions may be subject to 100 percent teleworking if ordered under emergency circumstances, which may be issued or rescinded without notice.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

All SNC employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all SNC employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, and retaliation.

Duties of this position are subject to change and may be revised as needed or required.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodations are necessary, discuss your concerns with the hiring supervisor/manager. If unsure of a need for a reasonable accommodation, inform the hiring supervisor/manager, who will discuss your concerns with Human Resources.)		
EMPLOYEE PRINTED NAME	EMPLOYEE SIGNATURE	DATE

SUPERVISOR/MANAGER ACKNOWLEDGEMENT

I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.		
SUPERVISOR/MANAGER PRINTED NAME	SUPERVISOR/MANAGER SIGNATURE	DATE

Field Operations Manager